

4 MAY 1982

MEMORANDUM FOR THE RECORD

SUBJECT: Conference Rooms

1. The Building Planning Staff has reviewed the Agency projections for conference rooms needed in 1987 and the data collected in October 1981 on existing conference room utilization. Results are summarized in attachment A.

2. Future planning for conference rooms is predicated on the assumption that the Agency will consolidate its personnel and facilities by occupying a new building on the Headquarters compound in 1987. We recommend the following:

- o Standard size conference rooms be established

12-15 seats - 300 sq ft
 20-24 seats - 440 sq ft
 30-36 seats - 750 sq ft

- o That a total area of about 40,000 sq ft be designated for conference rooms, allocated thus:

| | <u>12-15</u> | <u>20-24</u> | <u>30-36</u> | <u>Total</u> | <u>Area</u> |
|------------|--------------|--------------|--------------|--------------|---------------|
| DCI | 1 | 1 | 3 | 5 | 2,990 |
| DDA | 12 | 8 | 3 | 23 | 9,370 |
| DDI | 16 | 4 | 1 | 21 | 7,310 |
| DDS&T | 18 | 3 | 1 | 22 | 7,470 |
| <u>DDO</u> | <u>10</u> | <u>5</u> | <u>3</u> | <u>18</u> | <u>7,450</u> |
| Total | <u>57</u> | <u>21</u> | <u>11</u> | <u>89</u> | <u>34,590</u> |

17,100 9,240 8,250

- o That the 5,000 square feet of space unaccounted for in the table above be allocated to meet special needs of offices justifying a requirement for more than one conference room or a unique room size.
- o Division and Branch Chief offices should provide facilities suitable for meetings of two to six persons.

OL 2 1965

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- o Office Chiefs, and above, should have one conference room of suitable size for all administrative and regularly scheduled meetings under their direct control.
- o Large conference rooms required for interagency meetings should be controlled by a high-level central authority, i.e., the Executive Officer, the DDI, or the NIO.

Alternative Conference Room Configuration

3. Provide each Office with a single conference room adequate for their administrative needs.

4. Provide several large and several small conference rooms, centrally located, in each main building. These would be under the control of a single authority available to any component on request.

This plan would require an estimated (based on current organization):

| | <u>Ea Room</u> | <u>Total Area</u> |
|------------------------------|----------------|--------------------|
| a. 65 small conference rooms | 300 sq ft | 19,500 sq ft |
| b. 12 medium CRs | 400 sq ft | 5,280 sq ft |
| c. 8 large CRs | 750 sq ft | 6,000 sq ft |
| d. <u>5</u> DCI CRs | | <u>2,500</u> sq ft |
| 90 | total area | 33,280 sq ft |

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(3 May 82)

ATTACHMENT

Conference Rooms
1987 Projection

| <u>Directorate</u> | <u>No. Rms</u> | <u>Area - sq ft</u> |
|--------------------|----------------|---------------------|
| DCI | 11 | 4,248 |
| DDO | 18 | 7,698 |
| NFAC/DDI | 21 | 7,930 |
| DDS&T | 33 | 21,275 |
| DDA | <u>26</u> | <u>10,445</u> |
| Total | 109 | 51,596 |

(Attachment for BPS Only)